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**TO: Economic Support Supervisors
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W-2 Agencies**

**FROM: Amy Mendel-Clemens
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BPS OPERATIONS MEMO

No.: 02-43
File: 4200
Date: 07/02/2002

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

**SUBJECT: Emergency Assistance (EA)
Clarifications and Updated Application**

CROSS REFERENCE: Income Maintenance Manual (IMM) Chapter VIII Part B
Emergency Assistance

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to provide clarification on the following two Emergency Assistance (EA) policies: 1) applicant eligibility in cases when EA groups re-configure to form new groups, and 2) the use of the 30-day payment period.

POLICY

New Policy For EA Groups That Re-Configure

The new policy reflects a broad range of family situations that many agencies have encountered in administering EA. Eligibility of the EA group is based on the caretaker relative and, if applicable, the other caretaker relative living in the household (i.e., spouse or nonmarital co-parent). Eligibility is not based on the dependent child's prior receipt of EA; it is based only on whether the caretaker relatives in the current EA group received EA within the specified time limits. The examples below illustrate various instances of re-configuration of EA groups.

Example 1: Jane and her two children receive EA in September for homelessness. The children go to live with their dad, Joe, who becomes homeless in January and applies for EA. Since Joe has not received EA in the previous 36 months, Joe is eligible and the EA payment is based on Joe and the two kids.

Example 2: Roberta, Tyrone and their 4 children receive EA in July for homelessness. Roberta and Tyrone split up and Roberta moves out. Tyrone reapplies for EA in December after his hours are cut at work and he can not make the rent payments. Tyrone is not eligible, because he received EA in July for homelessness, which has a 36-month time limit.

Example 3: Rose and her daughter, Marta, receive EA in June for impending homelessness. Rose goes to jail in July and Marta goes to live with Rose's sister, her Aunt Maria. Aunt Maria applies for EA in August for homelessness and is eligible, and the EA group includes Aunt Maria and Marta.

Example 4: Tula and her daughter Lucy receive EA due to impending homelessness in October. Tula's husband, Sam, is released from jail and moves in with the family 4 months later. Sam gets a full-time job and a year later, Sam's employer goes out of business. Sam then applies for EA due to impending homeless. Sam and his daughter Lucy are eligible for EA but Tula is not included in the EA group because she received an EA grant 10 months ago.

30-Day Payment Period Policy Change

Old Policy

Agencies may make multiple payments within a 30-day period for the same emergency, provided that the total payments within this 30-day period do not exceed the maximum of \$150 per eligible family member. (See IMM, Chapter VIII, Part B, 3.4.0 Time Limits and 5.0.0 Payment.)

New Policy

This 30-day multiple payment policy does not apply in cases of impending homelessness or homelessness for reasons other than fire, flood, natural disaster, energy crisis, or domestic abuse.

MANUAL AND APPLICATION CHANGES

Future manual releases will include the following changes, based on this Operations Memo:

- In 3.1.0 EA Group, clarify that eligibility is based on the caretaker relative(s) receipt of EA and add examples.
- Add "or other caretaker relative in the household" after 3.2.0 Persons Included in the EA Group #2.

- Move 3.3.0 #3 to 3.2.0 #2: "the child for whom assistance is requested must currently, or within 6 months prior to the date of application, live with the qualified caretaker relative in a place of residence maintained as the caretaker relative's own home."
- In 3.4.0 Time Limits, #2 clarify that payments may be made once within any consecutive 36 months, instead of once within a 30-day period, for groups who are impending homeless or homeless for reasons other than fire, flood, natural disaster, energy crisis or domestic abuse.

DWD has made the following two modifications to the EA application, DES-2010:

- Changed "Spouse" on page 2 to "Other Caretaker Relative." The other caretaker relative will continue to be tracked on the EA paper application on page 3, the list of EA group members.
- On the Emergency Assistance (EA) Payment Determination Worksheet, added this italicized phrase: "Income and Assets of all members in the EA Group (do not include income received before the emergency *that was used to meet the group's needs.*)"

The updated application, form DES-2010, is included here as an attachment. Additional copies are available through the DWS Forms Repository web site:
http://dwdworkweb/des/partner_forms.htm.

CONTACTS

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BIMA CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.

ATTACHMENT

[DES-2010 Emergency Assistance Application](#)

DWD/DWS/BWP/CJ&JW